



## POLICIES / CHARTER

<b>TITLE:</b>	<b>NONHIGHWAY AND OFF-ROAD VEHICLE ACTIVITIES PROGRAM ADVISORY COMMITTEE (2003 – 04)</b>
<b>POLICY NUMBER:</b>	<b>POLICY 06.04</b>
<b>REFERENCE:</b>	<b>RCW 46.09.280 [Committees], WAC 286-04-065 [Project evaluations], 286-13-030 [Application review], WAC 286-26 Nonhighway and Off-road Vehicle Funds].</b>
<b>EFFECTIVE DATE:</b>	<b>April 6, 2004</b>
<b>SUPERSEDES:</b>	<b>July 10, 2003</b>
<b>APPROVED:</b>	<b>Laura Johnson, Director</b>

### **1-CREATION & PURPOSE**

A Nonhighway and Off-Road Vehicle Activities (NOVA) Program Advisory Committee is established to provide counsel and review on NOVA matters, including related:

- Policies
- Project Selection
- Legislative Issues.
- Procedures
- Statewide Planning

In fulfilling this purpose, the Advisory Committee counsels IAC's Director in implementing the NOVA Program by developing and applying program procedures, recommending projects for funding, and providing other technical assistance and project review. The Advisory Committee uses the project selection process adopted by IAC's Board to evaluate and rank grant requests. Evaluations of grant requests by the Advisory Committee are considered as advice when formulating the staff recommendation to the Board.

### **2-ADMINISTRATION**

IAC's Director shall designate a staff liaison to the Advisory Committee to provide administrative support, including meeting arrangements and summaries, information on issues, and grant requests.

### **3-MEMBER DUTIES**

In addition to representing the interests and views of their respective activities, Advisory Committee members are responsible for helping to achieve NOVA Program policies, goals, and objectives. These are as established in this charter, program manuals, and other rules and documents.

An Advisory Committee member may not have a NOVA Program project-related conflict of interest. Such conflicts can arise when a member or person related to a member (agent, family member, partner, etc.) uses this position for financial or other gain. For example, an ethical or legal conflict of interest might arise if a member:

- Has a financial or business interest in a project or
- Uses his position as a member to secure a special privilege/ exemption, or
- Receives compensation, a gift, or favor that could reasonably be expected to influence or reward the action or inaction as a member.

Advisory Committee members must report to the staff liaison any NOVA project-related conflict of interest.

#### **4-MEMBERSHIP**

*PERSPECTIVES.* The Advisory Committee shall include persons whose recreational pursuits are affected by NOVA funding. That is, 15 members representing the following primary recreational interests:

- 3 State agencies (DNR, Parks, WDFW)
- 1 Federal agency (BLM, FS, FWS, NPS)
- 1 Local government (police, sheriff, or other administrator of NOVA projects)
- 3 ORV (intent to include off-road motorcycle, ATV, and four-wheel drive)
- 4 Nonmotorized recreation
  - 2 hiking (hiker, backpacker, climber, etc.)
  - 1 Mountain bicycling
  - 1 Equestrian
- 3 Nonhighway road with one or more of the following recreational interests associated with fuel used on nonhighway roads:
  - Hunting/fishing (required)
  - Driving for pleasure/sightseeing
  - Wildlife viewing
  - Camping
  - Picnicking
  - Gathering (wood, berries, mushrooms, etc.)
  - Boating (kayak, canoe, motor boats, etc.).

*ATTRIBUTES.* IAC shall seek Advisory Committee members who:

- Are knowledgeable and experienced in the activities and issues that relate to the NOVA Program.
- Are available for and have a high interest in Advisory Committee participation.
- Are willing to declare a primary NOVA recreation interest (for example, hiker, mountain bicyclists, etc.).
- Work for win-win solutions while still advocating for their primary NOVA recreational interest.
- Are interested in more than one NOVA activity and demonstrate an appreciation and understanding of the views of other recreationists.
- Work for the greater good of the program and not from a narrow view.
- Demonstrate an ability to be creative in seeking solutions.
- Have an interest in and a facility for working with public policy issues.

**TERMS.** Initially, each representative shall be assigned a position number determined through a random drawing. The position numbers rotate as described below. After the last re-appointment term or (break in service), previous members will complete a new application to be considered for membership.

Position #	Intended Term	Reappointments
Position 1, nonmotorized - hiker, backpacker, climber, etc.	2 year initial appointment beginning 8/1/04	May be re-appointed to two three-year terms
Position 2, nonhighway road – camp, picnic, gather, sightsee, boat	2 year initial appointment beginning 8/1/04	May be re-appointed to two three-year terms
Position 3, intent to include off-road four-wheel drive	2 year initial appointment beginning 8/1/04	May be re-appointed to two three-year terms
Position 4, mountain bicycling	2 year initial appointment beginning 8/1/04	May be re-appointed to two three-year terms
Position 5, nonhighway road – camp, picnic, gather, sightsee, boat	3 year initial appointment beginning 8/1/04	May be re-appointed to an additional three-year term
Position 6, intent to include off-road motorcycle	3 year initial appointment beginning 8/1/04	May be re-appointed to an additional three-year term
Position 7, equestrian	3 year initial appointment beginning 8/1/04	May be re-appointed to an additional three-year term
Position 8, hunting/fishing	3 year initial appointment beginning 8/1/04	May be re-appointed to an additional three-year term
Position 9, intent to include ATV	4 year initial appointment beginning 8/1/04	May be re-appointed to an additional three-year term
Position 10, federal agency (BLM, NPS, FS, FWS)	4 year initial appointment beginning 8/1/04	May be re-appointed to an additional three-year term
Position 11, nonmotorized - hiker, backpacker, climber, etc.	4 year initial appointment beginning 8/1/04	May be re-appointed to an additional three-year term
Position 12, police, sheriff, or other local agency	4 year initial appointment beginning 8/1/04	May be re-appointed to an additional three-year term
Position 13	State agency, appointed by agency head	
Position 14	State agency, appointed by agency head	
Position 15	State agency, appointed by agency head	

**STANDING.** Advisory Committee members have equal status and share fully in all activities and duties including providing funding recommendations, except regarding ORV permit fees described under RCW 46.09.110 and 46.09.280 (see below).

**REMOVAL.** The Director may dismiss any Advisory Committee member for such reasons as lack of participation in Committee activities, an unexcused absence from annual meetings, or actions contrary to IAC's mission or this Advisory Committee's charter.

## **5-SELECTION**

Members are appointed by IAC's Director based on an assessment that includes:

- Review of the application for Advisory Committee membership.
- Applicant attributes (as described above).

- Previous performance history (meeting attendance, participation/contributions).
- Advice from IAC staff and other parties.
- Endorsements from organized groups.

IAC's Director will endeavor to ensure that appointees represent the full range of Washington's geographic, cultural, gender, physical ability, and age characteristics.

## ***6-OPERATION METHOD***

Typically, IAC staff leads meetings informally, and Committee decisions are made by consensus. Individual project evaluation scores are confidential. Soon after meetings, IAC distributes a summary of proceedings to Committee members for comment and update.

## ***7-EXPENDITURE OF ORV REGISTRATION PERMIT AND DEALER FEES***

Before making a funding recommendation to IAC's board for ORV projects, the staff liaison will request a recommendation from those Advisory Committee members described in RCW 46.09.280 regarding their wishes for the expenditure of ORV registration permit and dealer fees.

## ***8-MEETINGS and COMPENSATION***

Advisory Committee members shall not receive compensation for their service. However, travel and per diem costs, consistent with regulations for state employees and as budget allocations permit, may be paid to non-government Committee members.